

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300150028-1

FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

25 March 1955

Chief, Reports & Correspondence Branch

Chief, Records Management Division

Reports Management Program - DD/S

25X1
25X1
25X1
1. I discussed with [] yesterday the memorandum I sent to him on 17 March regarding weekly activity reports to the DD/S. After some discussion of the material included in the above mentioned report, [] discussed the subject with [] in the Office of the DD/S. It was then agreed that the DD/S wants a much broader survey of the reports problem in his entire area than any of us had originally thought. Actually, Colonel White has in mind the entire reports problem in the DD/S area.

25X1
2. [] advised [] that to undertake a complete survey in the DD/S area, in all offices at the same time, would be impossible. Instead, it was agreed that we would proceed to collect information from the Office of the Comptroller since they have already instituted their internal program in reports management. Specifically, [] wants us to proceed to get copies of all reports that go outside of the Office of the Comptroller. He wants a sample of each report and how much each report costs. In addition, he specifically wants to know about those reports that are prepared in the Office of the Comptroller for some specific office and on which a copy is sent to the DD/S. 25X1

25X1
3. After this information is obtained from the Office of the Comptroller, [] wants to submit it to the DD/S and then follow a similar approach in each DD/S area. I believe that in this way the reports management program can be introduced gradually.

4. Will you proceed to contact the Office of the Comptroller and let them know about the interest of the DD/S and [] intention? I will be glad to discuss it with you further at any time. 25X1



[] 25X1

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logistics

1. all refts that go outside of logistics
2. Cost (time by GS)

Get Sample of each
Report & Show on It
Plus Report Costs #

Created for DDL
Only - The Dies It
as it prepared.